

July 2013

SPANISH FORK SERVICE AREA



# Job Seeking Skills Workshops

Open to all Job Seeking Customers

Workshop	Date	Time	Location
<b>RESUMÉ WRITING:</b> Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.	July 15	1:00 PM–4:00 PM	Spanish Fork EC
<b>INTERVIEW SKILLS:</b> Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.	July 16	9:00 AM–12:00 PM	Spanish Fork EC
<b>JOB CLUB:</b> Build your network, develop your job search plan, receive career guidance, learn and develop various job-seeking skills, gain confidence in your abilities, listen to guest speakers and learn which employers are hiring and what they expect.	July 2, 9, 11, 16, 18, 23, 25, 30	8:00 AM–9:00 AM	Spanish Fork EC
<b>JOB SEARCHING WITH TECHNOLOGY:</b> Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.	July 17	1:00 PM–4:00 PM	Spanish Fork EC
<b>NETWORKING STRATEGIES:</b> Learn how to design and implement a strategic networking plan and find employment opportunities in the hidden job market.	July 18	9:00 AM–12:00 PM	Spanish Fork EC
<b>EMPLOYMENT ESSENTIALS:</b> Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	July 11, 25	1:00 PM–3:00 PM	Spanish Fork EC
<b>JOB PREP LAB:</b> DWS staff assistance with registration, resúmes, completion of job applications, mock interviews, cover letters, thank you letters, etc.	July 5, 19 July 12, 26	1:00 PM–3:00 PM 8:30 AM–10:30 AM	Spanish Fork EC
<b>LINKEDIN #1:</b> Learn how to complete an effective profile, add content that experts look for, obtain quality references and build your network.	July 8	10:30 AM–12:30 PM	Spanish Fork EC
<b>LINKEDIN #2:</b> Learn how to find and connect to high profile people, find networking opportunities, get introductions, learn personal brand management and conduct a job search.	July 10	10:30 AM–12:30 PM	Spanish Fork EC



To sign up for any of our **NO COST** workshops, register at [jobs.utah.gov/jobseeker](http://jobs.utah.gov/jobseeker) and select “Attend a Workshop” from the bottom menu to register.  
Employment Center (EC)  
Location

Spanish Fork EC  
1185 N. Chappel Drive

For additional information regarding these workshops, please contact Rebecca at 801-342-2655.

**Plan to arrive 10–15 minutes before the workshop begins. Workshops *start* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to reschedule.***

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.